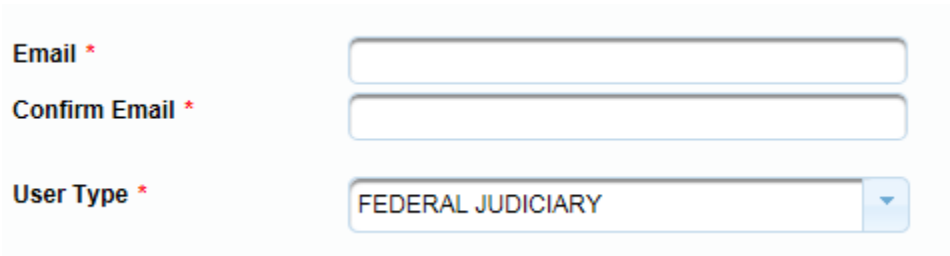
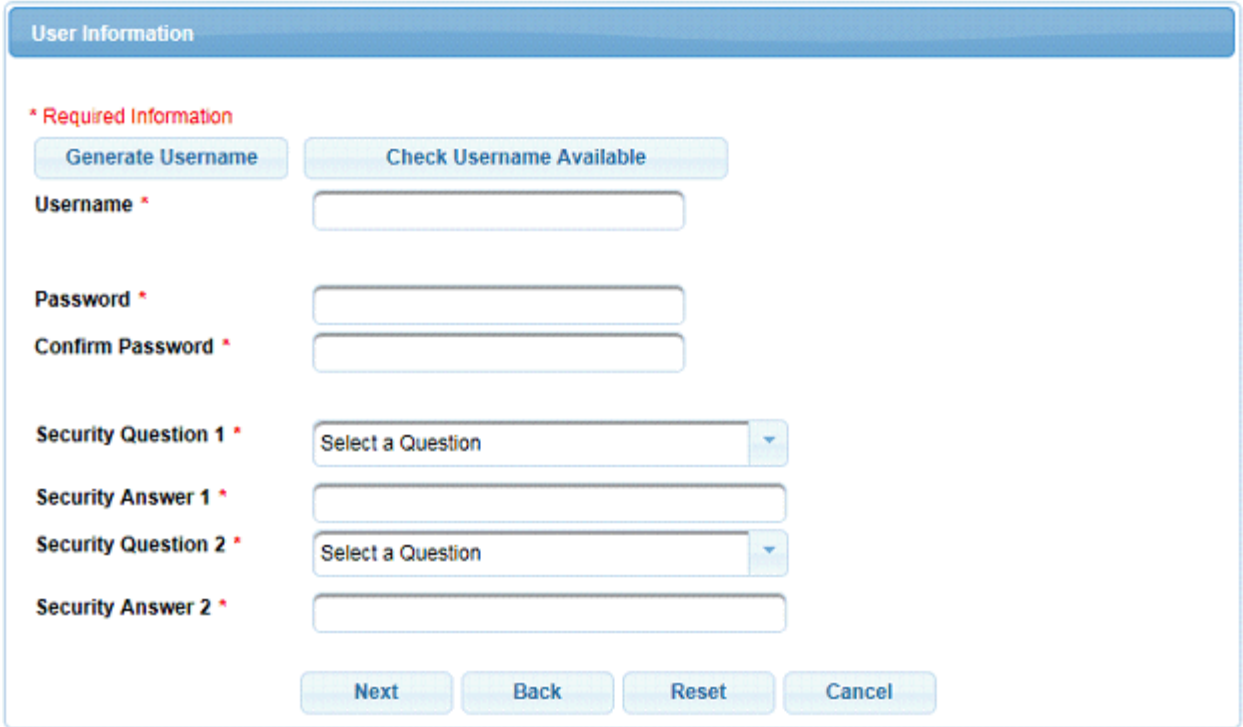


How to Register as a Court Reporter PACER User and Filer

The following information can be used to register for **PACER**. Most Court Reporters will already have a PACER account set-up. If your PACER account is set-up, skip [here](#).

Step	Action
1	The site to register as a PACER user is: https://pacer.psc.uscourts.gov/pscof/registration.jsf?filerType=N
2	<p>Fill out the information on the PACER site to register as a PACER user. If you have a government email you are using you should select FEDERAL JUDICIARY as the user type:</p> 
3	<p>Complete the username, password, and security questions:</p> 
4	Check the box that acknowledges the policies and procedures of using PACER and click submit:

	<p>Click here to download a printable version of the Policies and Procedures</p> <p>* Required Information</p> <p><input type="checkbox"/> Check here to acknowledge you have read and understand the policies and procedures listed above. *</p> <p>If you did not complete the CREDIT CARD INFORMATION, you will receive instructions at the address entered on the personal information page with your activation code by US Mail in 7-10 business days. If you have any questions, call the PACER Service Center at (800) 676-6856.</p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Back"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p>
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After you have registered your PACER account, login to PACER to start your registration for your filer account. The following instructions can be used to create your **filer** account.

Step	Action
1	<p>Once logged into PACER, click the Register tab. Then click the Appellate Filers (legacy) button:</p>  <p>The screenshot shows the PACER website interface. At the top, there is a navigation bar with links for 'Manage My Account' and 'Manage My Appellate Filer Account'. Below this is the PACER logo and the text 'PUBLIC ACCESS TO COURT ELECTRONIC RECORDS'. A horizontal menu contains 'HOME', 'REGISTER', 'FIND A CASE', 'E-FILE', 'QUICK LINKS', 'HELP', and 'CONTACT US'. The 'REGISTER' tab is highlighted. Below the navigation bar, there is a 'REGISTER' sidebar menu with options: 'PACER - Case Search Only', 'Attorney Filers', 'Non-Attorney Filers', 'Appellate Filers (Legacy)', 'District/Bankruptcy Filers (Legacy)', and 'Firm Billing'. The 'Appellate Filers (Legacy)' option is highlighted with a red arrow and a blue box labeled '2'. To the right of the sidebar is the 'Registration Wizard' section, which contains text explaining the registration process and a 'Start' button. A red arrow points from the 'Appellate Filers (Legacy)' option to the 'Start' button.</p>
2	Then click Register Now :

	<div data-bbox="354 121 824 596"> <p>REGISTER</p> <ul style="list-style-type: none"> PACER - Case Search Only Attorney Filers Non-Attorney Filers Appellate Filers (Legacy) ▶ Register Now District/Bankruptcy Filers (Legacy) Firm Billing </div> <div data-bbox="870 121 1104 159"> <p>APPELLATE</p> </div> <div data-bbox="870 193 1104 344"> <p>Registration for ap reports and docum PACER account, y at each court's wet</p> </div> <div data-bbox="870 394 1104 550"> <p>Register for appe When registering fo request filing privi in which you are re</p> </div> <div data-bbox="870 600 1104 667"> <p>PSC forwards reg When your reques</p> </div>
3	<p>Fill out your personal information. Make sure to select <i>court reporter</i> when it asks who you are:</p> <div data-bbox="354 814 1594 1566"> <p>PERSONAL INFORMATION</p> <p>Prefix: <input type="text"/></p> <p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Generation: <input type="text"/></p> <p>Suffix: <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Gender: <input type="text"/></p> <hr/> <p>Last 4-digits of SSN: <input type="text"/></p> <p>Date of Birth: <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Primary E-Mail: <input type="text"/></p> <p>Verify Primary E-Mail: <input type="text"/></p> <p>Are you:</p> <p><input type="radio"/> an attorney?</p> <p><input type="radio"/> a pro se filer?</p> <p><input checked="" type="radio"/> a court reporter?</p> <p><input type="radio"/> other (not a public filer)?</p> <div data-bbox="1253 877 1594 1180"> <p>You must enter your full legal name, the last 4 digits of your Social Security Number, Date of Birth, and primary E-mail address.</p> </div> </div>
4	<p>After all your personal and address information is added the next screen will display a list of appellate courts for which you can register. Select U.S. Court of Appeals, Sixth Circuit. It will then expand and ask for additional information which you should fill out.</p>

	<p> <input checked="" type="radio"/> U.S. Court Of Appeals, Sixth Circuit Click Here to View Local Requirements </p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>IN THIS COURT:</p> <ul style="list-style-type: none"> – Most recent case: <input type="text"/> (e.g. 05-2475 or 05-68492) – Other names used (maiden/married, hyphenated surname, etc.): <input type="text"/> </div> <p> <input checked="" type="checkbox"/> Use Primary Address and Default Noticing Preferences Office/Firm: <input type="text"/> </p>
5	<p>Next, you will be issued a username and prompted to create a password. You will also need to answer a security question and agree to the terms of use. Click Submit.</p>
6	<p>At this point, you are done with your registration. We will receive your request and process it. Once we have processed your registration request, you will receive a confirmation email. You will be able to login and make your docket entries at this time.</p>